



## TOWN OF OXFORD

Committee of the Whole Meeting

Conducted through Zoom and Streamed Live to Facebook

Monday, 11 January 2021

Immediately following the Special Town Council Meeting at 6 pm

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
  - 3.1 Regular Committee of the Whole Minutes – 7 December 2020
4. New Business
  - 4.1 Temporary Borrowing Resolution: Duke Street Watermain Replacement
  - 4.2 Returning Office Report
5. Correspondence
  - 5.1. Habitat for Humanity Update
6. Adjournment



## Minutes of the Committee of the Whole Meeting

Place: Conducted through Zoom, streamed live to Town of Oxford FaceBook Group.

Date: Monday, December 7, 2020

Presiding Officer: Mayor Gregory Henley

Councilors Present: Deputy Mayor Wade Adshade, Carla Black, Brenton Colborne, and Paul Jones

Regrets: Nil

***A quorum was present throughout the meeting.***

Staff in attendance: CAO - Rachel Jones and Deputy Clerk - Linda Cloney (recording secretary)

### **1. Call to Order**

Mayor Henley called the meeting to order at 6:00 pm.

### **2. Approval of Agenda**

It was moved and seconded that the agenda of the Committee of the Whole Meeting for December 7, 2020 be approved, as presented.

***Motion Carried***

### **3. Approval of Previous Minutes**

It was moved and seconded that the minutes of the Regular Committee of the Whole Meeting for November 2, 2020 be approved.

***Motion Carried***

### **4. New Business**

#### **4.1 RFD #015-2020 Safe Restart Funding Request**

Council had a discussion regarding the criteria of the Safe Restart Funding. The Province is still working out the criteria regarding the funding, but it is about offsetting the costs of COVID-19.

It was moved and seconded that Committee of the Whole recommend to Town Council to approve the payment of the Association of Municipal Administrators Nova Scotia invoice in the amount of \$917.01, to be taken from the Federal Government Safe Restart Agreement funding amount allocated to the Town of Oxford, in support of the efforts of both AMANS and NSFM spent collecting information and lobbying other levels of governments to support municipalities in addressing their financial impacts from COVID-19.

***Motion Carried***

#### **4.2 Legal & Insurance Risks: Oxford Arena**

CAO Jones presented to Council a report on the legal & insurance risks regarding the Oxford Arena. Within the report there is a written opinion from the Town's solicitor and comments from the Town's insurers regarding these risks.

Council had a discussion regarding the Oxford Agriculture Society's liability insurance to ensure all groups have the same amount of insurance.

There was a discussion regarding some of the safety procedures that are required for the operations at the arena to meet the criteria that the insurers are setting. It is not clear that the Town itself has implemented sufficient risk management practices for the appropriate operations of its arena.

### **5. Correspondence**

#### **5.1. Habitat for Humanity Update**

Council discussed reviewing other options regarding the development of the land in behind the Habitat for Humanity plots. There will be a meeting in the near future with between Habitat representatives and the CAO to discuss what plans are in place for the Oxford project.

### **6. Adjournment**

In closing remarks, Mayor Henley commented, that due to COVID-19, future planned meetings will be hosted by zoom and streamed live to FaceBook to make them publicly accessible. The CAO noted that cost options for implementing a camera and recording system in Council Chambers that may allow for meeting in person with appropriate physical distancing. This may be eligible under the Safe Restart funds to assist with technological expenses due to COVID. Further information will be brought forward when it becomes available.

At 6:22 pm, it was moved and seconded that the meeting be adjourned.

***Motion Carried***

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Gregory Henley, Mayor

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Linda Cloney, Recording Secretary

**MUNICIPAL COUNCIL OF THE**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the \_\_\_\_\_, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the \_\_\_\_\_ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

**WHEREAS** the Council of the \_\_\_\_\_ has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purposes of \_\_\_\_\_;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the \_\_\_\_\_ borrow a sum or sums not exceeding \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the \_\_\_\_\_ to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk



## Returning Office Report

### January 11, 2021

Oxford has shown interest in the two vacant positions as Councillor.

Candidates that are standing for election are as follows:

David Coté  
Norma Estabrooks  
Alfred King  
Arnold MacDonald  
Byron MacDonnell  
Chrystal McNutt

The voting period for the Special Election will run from January 18 at noon to January 30 (Election Day) till 7 pm.

All voting will be internet and telephone.

Voter Letters will be dropped in the mail to our qualified voters on January 11 from Intelivote and should reach our voters by January 14 or 15.

If a qualified voter did not receive a voter letter, they should contact the Returning Office at 902-447-2624 or email [lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca) to have one issued.

There will be a Voter Assistance Office set up at the Town Hall from January 18 – January 29 (except for weekends) and on January 30 at the Royal Canadian Legion. At these locations there will be access to a computer and personal assistance if required. Mary Lou Phalen will be assisting with the Voter Assistance Office.

If you have any questions, please feel free to contact me.

Respectfully submitted,

Linda Cloney  
Returning Officer

**From:** Melanie Matheson <[Philanthropy@habitatns.ca](mailto:Philanthropy@habitatns.ca)>  
**Date:** January 6, 2021 at 11:04:15 AM AST  
**To:** Gregory Henley <[ghenley@oxfordns.ca](mailto:ghenley@oxfordns.ca)>  
**Cc:** [kevin@kwrapprovals.com](mailto:kevin@kwrapprovals.com)  
**Subject:** RE: Oxford Habitat for Humanity Build - Update & Request for Meeting

Hi Greg!

Thank you for your quick reply, I came on board with Habitat at the end of the 2<sup>nd</sup> Oxford build and heard so many great things about the kind support the Home Hardware and the community did to help make that build possible.

I will check with Kevin our Chair to see what date works best for him as well and will send a zoom invite for next week 😊.

To follow up to your questions I should provide some background, attached is the letter we sent to Rachel Jones back in November, the content should help give you an idea of where we stand prior to the call and help provide the confidence on our current path forward for the 3<sup>rd</sup> Oxford Build.

I look forward to having the chance to speak with you and get back to work in the community.

Will send out a calendar invite this week!

Cheers,

## Melanie Matheson

Director, Philanthropy and Partnerships

Habitat for Humanity Nova Scotia  
81 Wright Ave, Dartmouth NS  
C: (902) 406-1624  
[melanie@habitatns.ca](mailto:melanie@habitatns.ca) • [www.habitatns.ca](http://www.habitatns.ca)

**From:** Gregory Henley <[ghenley@oxfordns.ca](mailto:ghenley@oxfordns.ca)>  
**Sent:** January 5, 2021 6:54 PM  
**To:** Melanie Matheson <[Philanthropy@habitatns.ca](mailto:Philanthropy@habitatns.ca)>  
**Subject:** Re: Oxford Habitat for Humanity Build - Update & Request for Meeting

Good afternoon Melanie

I am available for Zooms on Mondays and Wednesdays and the time of day matters not.

When I am not acting as the mayor I work at the local Home Hardware who have been involved in the last 2 builds in Oxford. There has been concerns expressed over the integrity of the foundation that has

been in place for the last 2 years. It is possible that there may be issues with the foundation as it may not have been secured from the elements in a manner that would be effective over an extended period. I may be wrong on this but it is a possibility that it will be an issue we must deal with before commencing the next build.

Looking forward to your response

Regards

Greg Henley

Mayor

Town of Oxford NS.

902-447-2295 (Office)

902-699-9336 (cel)

Email: [ghenley@oxfordns.ca](mailto:ghenley@oxfordns.ca)

On Jan 5, 2021, at 2:36 PM, Melanie Matheson <[Philanthropy@habitatns.ca](mailto:Philanthropy@habitatns.ca)> wrote:

Good afternoon Greg,

I hope this email finds you well and happy new year to you and yours!

During

Prior to the holidays myself and the Chair of our Board of Directors, Kevin W Riles had been in contact with Rachel Jones to set up a time to speak with her to discuss our plans for the 3<sup>rd</sup> Habitat Home on Little River Road in Oxford. As you may know we currently have a foundation on the property and are working with the local committee to complete the build in 2021. I understand she has since gone on leave and we are hoping to loop you into the conversation and provide an update on our plans.

We would love to set up a time to meet with you, either in person or via Zoom. Please let us know what your availability looks like in the near future and we will set up a time.

Looking forward to speaking with you!

Melanie

## Melanie Matheson

Director, Philanthropy and Partnerships

Habitat for Humanity Nova Scotia

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We build strength, stability and self-reliance.

**Rachel Jones**

Chief Administrative Officer  
Town of Oxford

Re: Habitat for Humanity Nova Scotia Unfinished Building Lot with Foundation.

**Good Morning Rachel;**

Firstly, hope all is well with you and your family in these 'new normal' COVID 19 times.

NEVER, an ideal way to begin correspondence but as Chair of **Habitat for Humanity Nova Scotia (HFHNS)** want to apologize for not reaching out to you sooner. No excuses but you certainly deserve to hear some reasons. In 2019 HFHNS undertook a major Board led 14-month (January 25, 2019 – February 28<sup>th</sup>, 2021) restructuring of the entire Organization. The purpose was to transform the HFHNS into a more efficient, productive and financially sustainable Organization that could ultimately deliver more decent, safe and affordable housing to Nova Scotia families. Since 1992 when we were founded, we have provided 72+ Habitat Homes and affordable mortgages to Nova Scotia families and our goal with our pending 2021-2025 Strategic Plan is to have a much stronger presence in Nova Scotia Affordable Housing.

Since March 2020, HFHNS introduced a COVID 19 Action Plan to weather this storm per say. Our Restores and most of our operation (except Family Services) was closed during the Provincial COVID 19 lockdown. Specifically, our Restores were closed from March 13 – July 5<sup>th</sup>, 2020. During this four month as well as this year **Habitat for Humanity Nova Scotia** during the closing of our Restores and cancellation of four events lost \$400,000+ in gross revenue. A significant 'hit' for a not for profit. This being said, our hard work during the Major Restructuring and COVID 19 Action Plan has placed us in a stronger more sustainable place, which is an incredible indication of the dedication, commitment and passion of our Staff, Volunteers and Directors.

Upcoming at our Board meeting this Thursday, December 3<sup>rd</sup>, 2020 is a final draft of our 2021 Annual Budget. In this budget our Finance Committee is recommending which I fully support that top priority be given to finishing the last phase (4 of 4) of our Duplex Build at 19 McIntosh Street in Spryfield, HALIFAX and moving forward with completing the Oxford Build in 2021.

Our Building Manager and HFHNS Build & Development Committee is currently reviewing final Class C (within 10%) construction estimates for the Oxford Build. Last week Melanie Matheson, Director of Philanthropy & Partnerships and I had a very productive ZOOM meeting with the Oxford Chapter leadership.

Melanie and I would enjoy the opportunity to chat with you over ZOOM when you have some availability. This will allow us the chance to meet virtually and answer any of your questions. Please let us know and thank you.

Stay Safe, Stay Well and Stay Healthy!

Thank You & Warmest Regards,  
Kevin

**Kevin W. Riles**

**Board Chair**

**Habitat For Humanity Nova Scotia (HFHNS)**

We build **strength, stability, self-reliance** and **shelter**.

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